

# STATE OF CONNECTICUT

## OFFICE OF GOVERNMENTAL ACCOUNTABILITY GOVERNMENTAL ACCOUNTABILITY COMMISSION

### **DRAFT MINUTES OF SPECIAL MEETING**

**Tuesday, June 23, 2015, at 1:00 p.m.**

Fifth Floor Conference Room

18-20 Trinity Street, Hartford, CT 061086

The Governmental Accountability Commission ("Commission") of the Office of Governmental Accountability ("OGA") held a special meeting on Tuesday, June 23, 2015, at 1:00 p.m., in the 5<sup>th</sup> Floor Conference Room, 18-20 Trinity Street, Hartford, CT.

Acting Chairman Charles Chiusano called the meeting to order at 1:05 p.m.

The following Commission members were present:

- Charles F. Chiusano, Citizen's Ethics Advisory Board
- Owen Eagan, Freedom of Information Commission
- Stephen Penny, State Elections Enforcement Commission
- Claudia Baio, State Contracting Standards Board
- Dennis O'Connor, Judicial Review Board
- Frank Blando, Board of Firearms Permit Examiners

Ms. Shelby Brown, Executive Administrator of OGA, was present at the meeting.

The following topics were addressed during the meeting:

1. The minutes of the April 29, 2015 Special Meeting were presented to the Commission for approval.

**On the motion of Mr. Blando, seconded by Mr. Eagan, the Board voted six (6) to zero (0) to approve the minutes of the April 29, 2015 Special Meeting, with exception to Exhibit I.**

2. The Commission agreed to consider revisions to Exhibit I of the April 29, 2015 Special Meeting Minutes with the first sentence to read: "As Needed and/or as Requested by the Agency Head, the Office of Executive Administrator Shall."

3. The Commission discussed the nomination and election of Chairman of the Commission. Mr. O'Connor nominated Ms. Baio. Mr. Blando seconded Ms. Baio's nomination. Mr. Eagan nominated Mr. Chiusano. Mr. Penny seconded Mr. Chiusano's nomination.

**On the Motion of Mr. Blando, seconded by Mr. O'Connor, the Commission voted six (6) to zero (0) to table the nomination and election of Chair and Vice-Chair until the next Commission meeting.**

4. The Commission discussed the possibility of using individual Memoranda of Understanding (MOUs) between each OGA agency and the Office of the Executive Administrator (OEA) as a potential framework of the functions intended for the OEA.
5. The Commission discussed the guidelines to conduct the performance evaluation of the Executive Administrator, and agreed to consider proposals of performance evaluation samples at the next Commission meeting.

**On a motion by Mr. Penny, seconded by Mr. Eagan, the Commission voted six (6) to zero (0) to table the discussion of the guidelines to conduct the performance evaluation of the Executive Administrator until the next Commission meeting.**

6. Ms. Shelby Brown, Executive Administrator of OGA presented an IT Investigative Report regarding the loss of connectivity and computer network that occurred on April 25, 2015. The Commission discussed the report. Michael Brandi, Executive Director of the State Elections Enforcement Commission (SEEC), participated in the discussion. The Commission discussed the need for an IT protocol and asked Ms. Brown to report on its implementation at the next Commission meeting.
7. The Commission discussed the role and authority of the Executive Administrator over IT issues. Ms. Brown participated in the discussion. The Commission agreed to further discuss the issue at the next Commission meeting.
8. The Commission discussed the role and authority of the Executive Administrator in Labor Relations matters within the Office of Governmental Accountability. Ms. Brown participated in the discussion.
9. The Commission recessed at 2:15 p.m. and reconvened at 2:40 p.m.
10. The Commission discussed the need to seek a) clarification from the Office of the Attorney General and b) input from the Office of Labor Relations with regard to the role and authority of the Executive Administrator in OGA's Labor Relations matters.

**On the motion of Ms. Baio, seconded by Mr. O'Connor, the Commission voted six (6) to zero (0) to seek a) an Opinion from the Office of the Attorney General and b) input from the Office of Labor Relations with regard to the role and authority of the Executive Administrator in Labor Relations matters within OGA.**

11. The Commission discussed the testimony provided by Ms. Shelby Brown to the Connecticut General Assembly (CGA) before the Government Administration and Elections Committee on March 27, 2015. Ms. Brown participated in the discussion.
12. The Commission discussed a proposed meeting schedule and agreed to consider a regular meeting schedule at the next Commission meeting to complete the executive administrator performance evaluation process.
13. Susan Mazzoccoli, Office Manager of the Board of Firearm Permit Examiners, and Mr. Brandi, addressed the Commission concerning proposed legislation and testimonies before the CGA related to OGA during the 2015 legislative session.

**On the motion of Ms. Baio, seconded by Mr. Penny, the Commission voted six (6) to zero (0), to adjourn the meeting at 4:10 p.m.**

Respectfully submitted by,

Iris E. D'Oleo-Edwin, Clerk  
Governmental Accountability Commission

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Date approved  
(By the Governmental Accountability Commission)